

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE INSTRUCTION
32-108**



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Civil Engineering

**TRAVIS AIR FORCE BASE FACILITIES
BOARD**

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It establishes Travis Air Force Base Facilities Board and its working groups for the purpose of reviewing and making decisions concerning real property facilities and Civil Engineering Resources. It applies to all personnel assigned to Travis Air Force Base. The Facilities Board provides a forum and interface between leadership and supporting agencies to ensure Travis AFB plans and maintains quality facilities for mission accomplishment and support to people with emphasis on functional design, economy, and environmental compatibility.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Military Family Housing and Environmental Flights now fall under Asset Management Flight (CES/CEA). Engineering Flight is now the Programs Flight (CES/CEP). The Maintenance Group Facilities Manager office symbol is now 60 MOS/MXOPF. The 349th

Mission Support Group Commander will now attend the Facilities Board, Real Estate Working Group, Programs Working Group, and Work Order Prioritization Committee instead of the 349th MSG Deputy Commander.

1. Facilities Board.

1.1. Membership has been established by the Commander, 60th Air Mobility Wing (60 AMW/CC). Attendance at scheduled meetings is mandatory except when due to official absences. An appointed alternate will attend when the primary member is excused.

1.1.1. Voting Members:

1.1.1.1. 60th AMW Commander (Chairperson)	60 AMW/CC
1.1.1.2. 349th AMW Commander	349 AMW/CC
1.1.1.3. 615th Contingency Response Wing Commander	615 CRW/CC
1.1.1.4. 60th Mission Support Group Commander	60 MSG/CC
1.1.1.5. 60th Operations Group Commander OG/CC	60
1.1.1.6. 60th Maintenance Group Commander	60 MXG/CC
1.1.1.7. 60th AMW Director of Wing Staff	60 AMW/DS
1.1.1.8. 60th Medical Group Commander	60 MDG/CC

1.1.2. Non-Voting Members:

1.1.2.1. 60th Civil Engineering Squadron Commander (Advisor)	60 CES/CC
1.1.2.2. Chief, Programs	60 CES/CEP
1.1.2.3. Chief, Asset Management	60 CES/CEA
1.1.2.4. Chief, CE Operations	60 CES/CEO
1.1.2.5. Bioenvironmental Engineer AMDS/SGPB	60
1.1.2.6. 60th Mission Support Group Deputy Commander	60 MSG/CD
1.1.2.7. 60th Operations Group Deputy Commander	60 OG/CD
1.1.2.8. 60th Maintenance Group Deputy Commander	60 MXG/CD
1.1.2.9. 60th Medical Group Deputy Commander	60 MDG/CD
1.1.2.10. 615th Contingency Operations Support Group Commander	615 COSG/CC
1.1.2.11. 60th Operations Support Squadron Commander	60 OSS/CC
1.1.2.12. Chief of Wing Safety	60 AMW/SE
1.1.2.13. 60th Services Squadron Commander	60 SVS/CC
1.1.2.14. 60th Mission Support Squadron Commander	60 MSS/CC
1.1.2.15. 60th Security Forces Squadron Commander	60 SFS/CC

1.1.2.16. 60th Communications Squadron Commander	60 CS/CC
1.1.2.17. 60th Comptroller Squadron Commander	60 CPTS/CC
1.1.2.18. 349th Mission Support Group Commander	349 MSG/CC
1.1.2.19. Maintenance Group Facilities Manager	60 MOS/MXOPF
1.1.2.20. Operations Group Facilities Manager	60 OG/RM
1.1.2.21. Mission Support Group Facilities Manager	60 AMW/DSE
1.1.2.22. CRW Facilities Managers	615 CRW
1.1.2.23. Wing Staff Facility Manager	60 AMW/CCX
1.1.2.24. Tenant Facility Managers as required	60 AMW/DSE
1.1.2.25. Medical Group Facilities Manager MDSS/SGSLF	60
1.1.2.26. Community Planner	60 CES/CEPD
1.1.2.27. Chief, Program Development (Recorder)	60 CES/CEPD
1.1.2.28. Fire Chief	60 CES/CEF
1.1.2.29. 60th AMW Wing Plans Officer	60 AMW/XPL
1.1.2.30. Resident Officer In Charge of Construction	ROICC/CC
1.1.2.31. 60th AMW Senior Enlisted Advisor	60 AMW/CCC
1.1.2.32. 349th AMW Facilities Manager	349 MSG/CDF
1.1.2.33. Chief, Resources Flight	60 CES/CER

1.2. Alternates.

1.2.1. Deputy Commanders (Wing/Group) vote for their respective Commanders in their absence.

2. Working Groups.

2.1. The Chairperson of all Facilities Board Working Groups will be the Deputy Commander of the Mission Support Group. The member or the officially designated alternate will attend working group meetings. As a minimum, Facilities Board Working Groups will include the Real Estate Working Group, Programs Working Group, and Work Order Prioritization Committee. 60 AMW/CC may establish or disband additional working groups such as Facilities Assessment, Physical Security, Construction Execution or Energy Conservation.

3. Real Estate Working Group (REWG).

3.1. Reviews all matters concerning facility utilization, leases, in-out-grants, tenant agreements, demolition plan, construction related relocation plan, condition codes and related items and makes recommendations to the FB for approval. Meets as required (date, time and location determined by the chairperson). Members include:

3.1.1. Voting Members:

3.1.1.1. 60th MSG Deputy Commander (Chairperson)	60 MSG/CD
3.1.1.2. 60th OG Deputy Commander	60 OG/CD
3.1.1.3. 60th MXG Deputy Commander	60 MXG/CD
3.1.1.4. 60th MDG Deputy Commander	60 MDG/CD
3.1.1.5. 349th AMW MSG Commander	349 MSG/CC
3.1.1.6. 615th COSG Deputy Commander	615 COSG/CD
3.1.1.7. 60th AMW Deputy Director of Wing Staff	60 AMW/DSD
3.1.2. Non-Voting Members:	
3.1.2.1. 60th CS Commander	60 CS/CC
3.1.2.2. 60th SVS Commander	60 SVS/CC
3.1.2.3. 60th MSS Commander	60 MSS/CC
3.1.2.4. 60th AMW Wing Plans Officer	60 AMW/XPL
3.1.2.5. Chief, Programs	60 CES/CEP
3.1.2.6. Chief, Program Development	60 CES/CEPD
3.1.2.7. Chief, Asset Management (Recorder)	60 CES/CEA
3.1.2.8. Community Planner	60 CES/CEPD
3.1.2.9. Fire Chief	60 CES/CEF
3.1.2.10. 60th AMW Weapons Safety Officer	60 AMW/SEG
3.1.2.11. Chief, Resources Flight	60 CES/CER

4. Programs Working Group (PWG).

4.1. Acts as corporate review and approval panel for recommended priorities on all construction project categories prior to presentation to the Facilities Board. Meets at the request of 60th MSG Deputy Commander. Make recommendations to the Facilities Board for approval. Members include:

4.1.1. Voting Members:	
4.1.1.1. 60th MSG Deputy Commander (Chairperson)	60 MSG/CD
4.1.1.2. 60th OG Deputy Commander	60 OG/CD
4.1.1.3. 60th MXG Deputy Commander	60 MXG/CD
4.1.1.4. 349th MSG Commander	349 MSG/CC
4.1.1.5. 615th COSG Deputy Commander	615 COSG/CD
4.1.1.6. 60th MDG Deputy Commander	60 MDG/CD
4.1.1.7. 60th AMW Deputy Director of Wing Staff	60 AMW/DSD
4.1.2. Non-Voting Members:	

4.1.2.1. Base Civil Engineer	60 CES/CC
4.1.2.2. Chief, Programs Flight	60 CES/CEP
4.1.2.3. Chief, Program Development (Recorder)	60 CES/CEPD

5. Work Request Review Board (WRRB).

5.1. A review and approval body which reviews work requests and decides how work should be accomplished—contract, self-help, or in-house. The WRRB approves/disapproves those requests within the repair and maintenance authority of the CES commander. It recommends priorities in other requests and forwards to the Programs Working Group and Facilities Board. It meets bi-weekly and forwards a record of its actions to the Programs Working Group and Work Order Prioritization Committee for review. Members include:

- 5.1.1. Base Civil Engineer (Chairperson).
- 5.1.2. CE Operations Flight Commander (appropriate CEO shops).
- 5.1.3. Chief of Programs (appropriate CEP agencies).
- 5.1.4. Chief of Planning (CEO).
- 5.1.5. Mission Support Group Facility Manager.
- 5.1.6. Operations Group Facility Manager.
- 5.1.7. Medical Group Facility Manager.
- 5.1.8. Maintenance Group Facility Manager.
- 5.1.9. Wing Staff Facility Manager.
- 5.1.10. Tenant Facility Managers as required.
- 5.1.11. Environmental Management Work Request Review Official.
- 5.1.12. Wing Safety Work Request Review Official.
- 5.1.13. Fire Department Work Request Review Official.
- 5.1.14. 615th Contingency Response Wing Facility Managers

6. Work Order Prioritization Committee (WOPC).

6.1. The WOPC reviews open prioritized work requests from each group, which can be accomplished with in-house resources or through a service contract. The WOPC provides a prioritized list of ten work orders for Facilities Board approval. Members include:

- 6.1.1. 60th MSG Deputy Commander (Chairperson).
- 6.1.2. 60th OG Deputy Commander.
- 6.1.3. 60th MXG Deputy Commander.
- 6.1.4. 60th MDG Deputy Commander.
- 6.1.5. 60th AMW Deputy Director of Wing Staff.
- 6.1.6. 349th MSG Commander.
- 6.1.7. 615th COSG Deputy Commander.

6.1.8. 60th CES/CEO (Advisor).

7. Meetings.

7.1. The Facilities Board will meet as often as required, but at least once each quarter. Meetings will be called at the discretion of the Chairperson. Members will receive an agenda and minutes of the previous meeting before each Facilities Board or working group meeting. Meeting dates, times, and places will be announced by email and wing calendar.

8. Responsibilities.

8.1. Responsibilities of the Facilities Board are identified in AFPD 32-10, **Section 2.7.3**

8.2. Review and act upon working group recommendations.

8.3. Approve project priorities comprising the Real Property Maintenance by Contract (RPMC) Program, Privatization, NAF, DESC, MILCON, BRAC and Medical Programs.

8.4. Approve siting of new facilities and direction of future base development.

8.5. Establish/approve policies and plans for future base development.

8.6. Ensure construction, work orders, and real property planning correspond with Facilities Investment Matrix ratings, Travis 2020 Plan, or other long-range community planning documents.

8.7. Use of existing facilities.

JAMES C. VECHERY, Colonel, USAF
Commander, 60th Air Mobility Wing (AMC)

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Policy Directive 32-10, *Installations and Facilities*